

*USI GRADUATE AND UNDERGRADUATE
EXPERIENTIAL LEARNING RESIDENCY PROGRAM*

ADMINISTRATOR-IN- TRAINING (AIT)

OVERVIEW

Offered by the USI College of Nursing and Health Professions and Bronstein Center for Healthy Aging and Wellness, the Administrator-in-Training (AIT) residency program is a supervised residency during which the AIT works under the guidance and supervision of a preceptor, who is a licensed administrator meeting the qualifications established for preceptors by their respective states.

PROGRAM OBJECTIVE

Upon completion of this residency program, students will be eligible for the National (NAB) and Indiana Health Facility Administrator exams to earn their license as a nursing home administrator in Indiana.

PROGRAM REQUIREMENTS

- 1,040 hours of residency training in a long-term care facility with a nursing home administrator preceptor.

The residency can be completed within 6-12 months (minimum 20 hours a week, maximum 40 hours a week).

- Enrollment at USI in the undergraduate Health Administration/Community Health program **or** the AIT graduate certificate program.

The residency is paired with an exam prep class led by a USI faculty member. The classes for graduate students (MHA 661 and 662) are 9 credit hours total and the classes for undergraduate students (GERO499 taken twice) are 12 credit hours.

PRE-REQUISITES

Undergraduate Program

- Successful completion of GERO 425: Health Facilities Administration with a grade of C or better.
- A minimum grade point average (GPA) of 2.75 in all courses taken at the undergraduate level at the time of application.

Graduate Program

- Completion of a bachelor's degree with a minimum cumulative grade point average (GPA) of 3.0 from a college or university accredited by the The Higher Learning Commission or other regional accrediting agency.
- A minimum grade point average (GPA) of 3.0 in all courses taken at the graduate level at all schools attended.

THE AIT STUDENT EXPERIENCE

The AIT will follow a state-approved training plan to complete a rotation in each of the various departments found in a long term care facility. The AIT, through a combination of observation and participation, will become familiar with all aspects of each activity area, including its purpose, the services it provides, staffing, and any problem areas. They will gain an understanding of the roles of the front line staff in that area, the role of its department manager, and the administrator's perspective on how to oversee that area. They will also understand how that area interacts with other areas in the provision of care and services.

THE TRAINING PLAN

1. **General Administration**
 - *Example activity:* Participate in the purchase order process.
2. **Federal, State, Local Laws/Rules**
 - *Ex. Participate in the licensing and certification survey process.*
3. **Environmental Health and Safety**
 - *Ex. Conduct a fire drill.*
4. **Psychology of Resident Care**
 - *Ex. Observe discharge process and room transfers.*
5. **Medical Care**
 - *Ex. Learn the different types of resident diets and the rationale for their usage.*
6. **Personal and Social Care**
 - *Ex. Review the process for informed consent on advanced directives (living will).*
7. **Therapies and Supportive Services**
 - a. *Ex. Observe and participate in departments including but not limited to: Physical Therapy, Dentist, Podiatrist, etc.*
8. **Departmental Organization/Management**
 - *Ex. Participate in staff scheduling for each department.*
9. **Community Interrelationships**
 - *Ex. Interview a prospective volunteer.*